

## ADDENDUM #2

### REQUEST FOR PROPOSAL FOR Milwaukee County

#### Engineering Services and Final Design Development for the Little Menomonee River Parkway PROJECT NO. 0515-17803

DATE: September 30, 2020

This addendum to the Request for Proposal (RFP) is issued to modify, explain or correct the original documents and is hereby made a part of the RFP. Acknowledge receipt of this Addendum in your Proposal.

The following are revisions to the RFP:

#### PROPOSAL DELIVERY

Based on inquiries, clarification is added to the guidance on proposal submission found on page 2 of the RFP.

- *Emailed copies should be received by 2:00 pm, hard copies should be delivered by 2:00 pm if hand-delivered (see instructions below), and that mailed copies should be delivered by 2:00 pm. If a set of copies is sent via courier or express mail (eg, Fed X, UPS, etc) the courier should have information as to when it was dropped off.*
  - *Process for hand delivery: If you are hand delivering, you need to contact Natalie Dutack via email at [natalie.dutack@milwaukeecountywi.gov](mailto:natalie.dutack@milwaukeecountywi.gov) **and confirm first**. She will coordinate one on one with consultants choosing this route.*
    1. *Drop Proposal off at the back/North door and use the mail slot.*
    2. *Text to confirm when you have delivered your proposal. Natalie Dutack will share a contact number with you.*
- *Milwaukee County will consider the deadline met if electronic copies arrive by 2pm and the hard copies arrive later.*
- *We caution proposers that large electronic files can sometimes be difficult to transmit, and that failure to transmit by the deadline is the responsibility of the sender. We urge proposers to confirm that their electronic transmissions were received by Milwaukee County after being sent.*

### **RFP Section III. SCOPE OF CONSULTANT SERVICES, Section 1. General Requirements**

In Section III. SCOPE OF CONSULTANT SERVICES (p.6-7) under Section 1, General Requirements – an amendment regarding meetings has been added to Part B to provide clarification on roles. An additional item on communication with MCP was added to Part C.

- B. *Coordinate with the MCP, and WDNR to host and attend project meetings*
  - i. *The consultant is responsible for arranging the project kick off meeting, stakeholder review meetings (Phase 2A and 2B), and regulatory review meetings (Phase 3) outlined in the RFP.*
  - ii. *The consultant shall be prepared to attend monthly meetings (at a minimum) to review the project status with the design team and other invitees as necessary to address planning and design issues.*
  - iii. *The selected consultant will work with MCP, WDNR, and the AOC Communications Consultant, and utilize the Milwaukee Estuary AOC – Design Workshops, Stakeholder Meetings and Public Outreach Draft Plan for Project RFPs (Attachment 7) to plan outreach/communications efforts.*
- C. *Submit electronic copies of various reports, project manuals and plans for review and comments at each level of project development. Provide four hard copy sets and electronic files of all deliverables for review. The consultant shall contact MCP staff periodically during the design development to provide updates and resolve questions/issues.*

### **RFP Section III. SCOPE OF CONSULTANT SERVICES, Section 6. Phase 3: Bid Documents, Permitting, and Approvals**

In Section III. SCOPE OF CONSULTANT SERVICES (p.6-7) under Section 6, Phase 3: Bid Documents, Permitting, and Approvals, Part A - clarification has been added as to the preparation of Bid Documents as well as further definition of consultant and MCP roles in the process.

- A. *Provide Milwaukee County with all drawings and specifications to be included into bid documents. Milwaukee County will assemble the bidding documents.*
  - 1. *Consultant shall provide construction drawings and technical specifications for each project. Consultant shall provide a sample bid form. Milwaukee County will incorporate its frontend documents to assemble the bidding documents.*
  - 2. *Consultant shall provide an Engineer's Cost Estimate with each final design.*
  - 3. *Consultant shall provide technical support during the construction phase, for work such as review of contractor submittals, change order requests, and occasional observation of construction activity for general compliance with the design. Full-time inspection is not part of your scope. Milwaukee County has construction managers and will perform construction oversight. For the purposes of this proposal, the Consultant can assume 24 labor hours for each project for technical support during the construction phase.*

## V. PROJECT SCHEDULE

An additional clarification has been made to the project schedule. In the previous addendum the project completion date was extended, taking into consideration the timing needed for wetland delineation.

- a. **9/4/2020** Issue Request for Proposal
- b. **9/22/2020** Pre-Proposal Meeting (online)
- c. **10/2/2020** Proposals Due
- d. **10/8/20** Selection Committee selects consultant
- e. **October '20** Consultant award and contract execution
- f. **11/9/20** Notice to Proceed
- g. **November 2020** Prepare QAPP
- h. **Nov'20-Jun'21** Develop Habitat Management Plan Sets & Wetland Scrape Design;  
*secure permits and approvals*
- i. **1/1, 3/1/2021, 7/1/2021** Quarterly reports submitted to MCP
- j. **July 1, 2021** Project Completion and final report submission

### Follow-up questions

The following questions were submitted via email. The following answers are provided for those questions:

- Q1: The example contract includes bidding and construction support services. However, the RFP indicates that the County will prepare bid documents and is silent on bidding and construction support services. Can you clarify whether we need to include in our scope and budget bid and construction support services as presented in the example contract?
- A2: Clarification provided above.
- Q2: The schedule to secure permits is in November 2020. As the wetland delineation would likely occur in spring of 2021, the wetland conservation activity permit application would have to follow. Can you confirm that this is an acceptable change to the schedule?
- A2: Yes, see revision above.
- Q3: I did not see the DBE commitment form (DBE-14) attached to the addendum. Where is it located?
- A3: The DBE form is part of the Addendum release, found here:  
<https://county.milwaukee.gov/EN/Administrative-Services/Bids-and-RFPs/Active/O515-17803-RFP-Habitat--Wetland-Design-Little-Menomonee-River-Parkway>

The Addendum was comprised of several items that were posted as separate links on that page:

- Addendum #1
- Pre-proposal Meeting Minutes
- Pre-proposal Attendees List
- DBE Form ([https://county.milwaukee.gov/files/county/administrative-services/ArchEng/Bids-and-RFPs/14.80.19.F14D\\_DBE-14Commitment.20180725.pdf](https://county.milwaukee.gov/files/county/administrative-services/ArchEng/Bids-and-RFPs/14.80.19.F14D_DBE-14Commitment.20180725.pdf))

Q4: With COVID-19, are we able to hand deliver the proposal hard copies to Milwaukee County if we run out of time to mail the hard copies?

A4: Yes – there is a process for hand delivery. It is detailed in the revision above.

Q5: Are the meetings outlined in the RFP (kick off meeting, monthly meetings, and a final design stakeholder meeting) all that is required? Or are the additional meetings listed in Attachment 7 also required?

A5: **Just the meetings outlined in the RFP.** Please be aware that Attachment 7 is only meant to be used as the RFP states “to plan outreach/communications efforts”. It is a resource to guide content and communication on AOC projects, for the meetings listed in the RFP.

Q6: Will all meetings be virtual for now?

A6: Yes.

End of Addendum No. 2